

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

AGENCY AWARDS COORDINATOR and TICKET COORDINATOR(S) CONTACTS

Use this form to designate 2007 FEB Employee of the Year Awards contacts and to estimate the number of tickets needed for the luncheon. Questions? Call Doris Needham at 404-331-2300.

AGENCY NAME AND ADDRESS:

AWARDS COORDINATOR:

Name:

Telephone number:

FAX number:

Email address:

TICKET SALES COORDINATOR (Note if same as above):

Name:

Telephone number:

FAX number:

Email address:

TICKET SALES ALTERNATE COORDINATOR:

Name:

Telephone number:

Fax number:

Emil address:

NUMBER OF TICKETS FOR YOUR AGENCY (ESTIMATE): _____

<p>Complete this information and FAX (404/730-2392) it to Doris Needham by Monday, February 12.</p>
--

2007 ATLANTA FEB EMPLOYEE OF THE YEAR AWARDS

GENERAL BACKGROUND INFORMATION

1. PURPOSE

The FEB believes a Federal Employee of the Year Awards Program is an effective means of rewarding and publicizing the high caliber of devoted, dedicated civilian and military employees of the federal service.

2. FORM OF RECOGNITION

All three finalists in each category will receive personalized recognition in the form of a trophy or plaque. Each agency is responsible for funding the costs of the trophies or plaques. All nominated employees will receive a certificate, which will be provided by the host agency.

3. ELIGIBILITY

Nominees must be either civilian employees of the Federal government or uniformed military personnel, and must have a minimum of 12 months of federal service, 6 months of which was in the Atlanta metropolitan area. Eligible employees must report directly to a higher level located in the Atlanta metropolitan area and not be covered by one of the Federal Executive Boards or Federal Executive Associations (FEA) elsewhere in the State of Georgia. This applies to “satellite” locations or offices in Georgia locations such as Athens, Rome, Gainesville, or others outside the immediate metro Atlanta. Each agency is responsible for any travel expenses (such as private vehicle mileage) incurred if an award nominee or finalist is outside the immediate Atlanta metropolitan area and attends the FEB awards luncheon. **NOTE: Individuals and teams may be nominated in one award category only. Multiple nominations for the same individual or team will not be considered.**

4. AWARD FORMAT & CRITERIA

Awards are presented in recognition of outstanding job performance and special contributions to the government, the public, or to the community through volunteerism. Other factors (impact, self-development, and past recognition) are given appropriate weight by the selection panels. All nominations must be prepared as described in the instruction information. Individuals and teams may be nominated in one award category only. **Nomination narratives are limited to a total of four (4) typed pages in a reasonable, legible type font.** (The four-page limit excludes the nomination form and the Privacy Act form.) Handwritten nominations are not acceptable. Nomination information is voluntary and not required by law. The Privacy Act Notice must be signed by the nominee and returned as part of the nomination package. Information provided will be used solely in considering the nominee for the award and for the potential publicity purposes. Not providing all or part of the information may result in the nominee not being fully considered.

5. NOMINATIONS

Nominations will be accepted from each agency or installation in the categories identified. The criteria for each award are also defined. The agency or installation head (or designee) must sign the cover form for each nomination, and contact information on the Agency Awards Coordinator must also be listed.

6. SELECTION

A diverse screening panel made up of representatives from participating agencies will evaluate all nominations. This screening panel will narrow the competition to three finalists in each category. A “Blue Ribbon” panel composed of distinguished citizens from the private sector (industry, media, education, the arts, etc.) will make the final award selections. All panelists, federal or private sector, should be aware that they may encounter Privacy Act information while reviewing nominations, and that both the review and evaluation should remain confidential.

7. PRESENTATION

Awards will be presented at the Federal Employee of the Year Awards Brunch held at the Georgia Aquarium, which occurs each year in May during Public Service Recognition Week. All nominees will be acknowledged on this occasion. Tickets for the brunch at the Georgia Aquarium will be sold in advance, not at the door on the day of the event.